

# SHOP

## Overview

The preferred method to order gift cards is online. A complete list of merchants and the denominations offered by the Manna Group can be found on their website, [www.mannaorders.net](http://www.mannaorders.net). The current percentages to earn are listed. Please note that the percentages listed do not reflect the 1% fee the Manna Group charges the school to fill each order. Therefore, if a merchant is listed offering 5% on the Manna website, you would receive 4%.

## Manna Website

Go online to [www.mannaorders.net](http://www.mannaorders.net) and under the “Participant Sign In” (right side of screen) do the following:

- Enter the number 5 for the school’s Organization #
- Enter your Participant Code (provided by coordinator)
- Enter your Password (provided by coordinator)
- Click Submit

Once you are signed in, you can enter your email address and click Submit if you would like to receive The Manna Group Newsletter.

## You can order three different types of gift cards (scrips).

- Manna Gift Cards - Click on “Place Order – Gift Cards”
- Non-Manna Gift Cards – Click on “Place Order – Non-Manna” (gift cards not offered by the Manna Group. These are the gift cards to the local independent stores that are offered directly from the SHOP Team)
- Manna e-Scrip eCards – Click on “Place Order – Manna eScrip” (eCards are processed immediately and emailed automatically to you)

## Manna Gift Cards

- Select the beginning letter of the name of the store you wish to purchase.
- Find the store you want (for example Jewel) and using the drop down denomination menu under that merchant, select the dollar value of the card.
- Enter the dollar amount you would like to order in the box next to the denomination selected (for example if you selected Jewel \$100 and would like to purchase 5, you would enter \$500)
- Click Add. It will immediately list Jewel \$500 to the side under Scrip Description.
- Repeat until your order is complete.

## **Non-Manna Gift Cards**

- Select the local independent store you wish to purchase using the Non-Manna Scrips drop down menu (for example Chipains \$20).
- Enter the dollar amount you would like to order in the “Order Amount” box (for example if you selected Chipains \$20 and would like to purchase 3, you would enter \$60)
- Click Add. It will immediately list Chipains \$60 under Non-Manna Scrip Description.
- Repeat until your order is complete.

## **Manna eScrip eCards**

- Select the eScrip you wish to purchase using the Select eCode to Purchase drop menu (for example Home Depot \$100 eCard).
- Enter the dollar amount you would like to order in the “Order Amount” box (for example if you selected Home Depot \$100 eCard and would like to purchase 2, you would enter \$200)
- Click Add. It will immediately list Home Depot \$200 eCard under Manna eScrip Description.
- Repeat until your order is complete.

## **Payment Options**

If payment is by **check**, you may select Proceed to Checkout and click on Submit Final Order and your order will be sent to your SHOP Coordinator. Once payment is received, your coordinator will accept your order and submit for fulfillment. Payment by check is payable directly to the school (SHOP) for the full amount of the gift card order placed.

If **MannaPay** is the payment method you choose, please refer to the MannaPay Verification Process instructions. Payment is taken directly from your bank account at no additional charge (ACH) by the Manna Group. Please note, you cannot make a partial MannaPay payment. You must pay the full amount shown as the total amount of your order. If you want to split your payment, paying with MannaPay and some by check, separate orders must be submitted to your coordinator. Be sure you are aware of the Terms and Conditions of MannaPay.

## **Submitting Order**

- Make sure your order is correct.
- Click on Proceed to Checkout. **Print the order summary at this screen** and send it to school along with your check made out to SHOP or use the MannaPay payment option. Be sure you are aware of the Terms and Conditions of MannaPay.
- Click on Submit Final Order. An order number and the following message will appear letting you know your order was successfully submitted, “Your Order has been Sent to our Volunteer for Processing...”.

## **Order Processing**

When we receive your check or see that you have used MannaPay, we will “accept” your order (MannaPay allows the Manna Group to deduct your order payment directly from your bank account. Follow the directions when ordering). If paying by check, we must have your payment by Tuesday morning at 8 a.m. so we can accept your order and process the school order according to Manna Group time requirements. If payment is not made, we will not be able to approve your order and therefore it will not be processed.